



## Employee Engagement: Diversity & Inclusion Pulse Survey Frequently Asked Questions and Information

### What is it?

- This is the 2<sup>nd</sup> PEI Public Service Employee Engagement Pulse Survey. This survey is unique in that its theme is centered around concepts of diversity and inclusion and your experiences in the workplace, sense of belonging, fairness, respect, decision making and leadership, inclusion, psychologically safe workplaces, and a culture of continuous learning and improvement.
- By answering the questions in this survey, your department will be able to build on its strengths and address the challenges that you identify in your answers. Your comments on your job and workplace will help *Shape the Future of the Public Service*: supporting the growth of the province through healthy, engaging, inclusive workplaces that we're proud to contribute to.
- One of the mandates of the PSC that is outlined in the [Diversity and Inclusion Strategy 2022-2025](#) is to foster the development of a public service that is representative of the province's diversity. The PSC recognizes and acknowledges that "**Diversity**" goes beyond visible factors, and that is why this survey will ask important though sensitive demographic questions to help us better understand the **diversity workforce demographics** of the Public Service. Questions asked will capture views of differing employee experience with progressive demographics covering all genders, ethnicity, race, sexual orientation, disability status, and more.

### What is the purpose of the survey?

- The purpose of the survey is to measure employees' engagement with their work.
- Research indicates that employee engagement is related to good work performance and keeping valuable employees in the provincial civil service.
- By understanding what our employees think about the workplace and public service, we can ensure that we continue doing what is successful or take action to improve.

### Why are we doing this survey?

- Your employer wants to know how you are doing and what employees think about their workplace and public service.
- PEI participates and contributes to the Employee Engagement Inter-jurisdictional Work Group
- The PEI Civil Service has participated in surveys for 2008, 2010, 2012, 2015, 2018, and 2021.

### Who will be asked to complete the survey?

- All civil service employees will be asked to complete the survey.
- Health PEI uses a different survey that is customized to the health system working environment. Health PEI is not participating in this survey.

**Where/ When?** The survey will be open from June 21<sup>st</sup> – July 18<sup>th</sup>, 2022.

# Employee Engagement: Diversity & Inclusion Pulse Survey

## Frequently Asked Questions and Information

### How can we encourage staff to participate?

- The higher the participation rate, the better the information and the more knowledge we will have about our successes as well as what needs to be improved.
- Directors, managers and supervisors are encouraged to talk to their staff about the survey and its importance in terms of improving our workplace together.
- You may want to make sure that your employees know about the draws for corporate prizes or you may want to schedule a time for your team to complete the survey.

### If there is a link sent out and I respond from my email, how do I know my answers are completely anonymous?

There are four ways we maintain your anonymity:

1. While the link is sent out, the responses are submitted through QUESTIONPRO and your answers are submitted as a number. There is **no way to identify your answers** with your email or your name.
2. In addition, all of the data from the survey is **analyzed by a statistician in another department** (Finance) so PSC does not see the raw data/ answers.
3. Results are only reported to management by department this time. In the past, we have reported by division/ or in groups of 20 or more.
4. Diversity information will be summarized for the general **public service and by department only**. This ensures anonymity is maintained and not correlated with any of the responses from other questions. **Results will not be analysed or reported in any way that would allow individuals to be identified.**

### How and when will the results be reported?

- The corporate results will be available in September and detailed departmental results will be available shortly after that.
- Corporate results will be presented to senior management and posted on the Public Service Commission web site.
- Each department will be responsible for reporting its organizational results to its staff.

### Is government committed to responding to the results of the survey?

- The Public Service Commission, in cooperation with government departments, is committed to working together to continually improve the workplace.
- There is commitment to recognize and celebrate what is working well in the civil service and to work together to improve.

